CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.5
27 July 1965
ORIGINAL: English

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber. However, for the duration of the current session of the Economic and Social Council, the meetings will be held in Room VII. The delegations also have at their disposal room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use Room C.108 for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		*Office No.	*Telephone No.
Dr. P. Protitch	Special Representative of the Secretary-General	180	2131
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	153	2136
Mr. W. Wieczorek	Political Officer	C.108	2772
Mr. S. K. Upadhya	(Political Officer (Liaison Officer	C.108	2772
Miss C. Rhodes	Conference Officer	170	2713
Mr. F. Bowe	Chief, Verbatim Reporters	A.517	2538
Miss N. Samkow	Documents Officer	C.529	3373

Mr. G. J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangments; his office is Room C.300. Telephone Extension 2300.
Mr. K. Kolytchev is Chief of Conference Services of the European Office; his office is Room 182. Telephone Extension 2133.

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1965, as soon as the list of members is received from each delegation.

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* Temporary

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of these statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to Documents Room C.14.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber - telephone extension 3521). The Documents Office will remain open during meetings of the Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records will be maintained in Room C.529. These documents will be available for consultation by delegations in that room.

8. Non-Governmental Communications

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.6
27 January 1966
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber. The delegations also have at their disposal room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use Room C.108 for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Mr. P. P. Spinelli	Special Representative of the Secretary-General	158	2100
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	188	2194
Dr. A. Corradini	Political Officer	161	2192
Mr. H. Pac	Political Officer	159	2191
Mr. S. Upadhya	Political Officer Liaison Officer	159	2191
Miss C. Rhodes	Conference Officer	170	2167
Mrs. B. Teslenko	Chief, Verbatim Reporters	C.520	3072
Miss N. Samkow	Documents Officer	C.529	3093

Mr. G. J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300.
Mr. K. Kolytchev is Chief of Conference Services of the United Nations Office at Geneva; his office is Room 182. Telephone Extension 2133.

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1966, as soon as the list of members is received from each delegation.

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to Documents Room C.14.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber - telephone extension 3521). The Documents Office will remain open during meetings of the Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records will be maintained in Room C.529. These documents will be available for consultation by delegations in that room.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.7
1 March 1966
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber. The delegations also have at their disposal room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use Room C.108 for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2156
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	188	2194
Dr. A. Corradini	Political Officer	161	2192
Mr. H. Pac	Political Officer	159	2191
Mr. S. Upadhya	(Political Officer (Liaison Officer	159	2191
Miss C. Rhodes	Conference Officer	170	2167
Mrs. B. Teslenko	Chief, Verbatim Reporters	C.520	3072
Miss N. Samkow	Documents Officer	C.529	3093

Mr. G. J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300.
Mr. K. Kolytchev is Chief of Conference Services of the United Nations Office at Geneva; his office is Room 182. Telephone Extension 2133

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1966, as soon as the list of members is received from each delegation.

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to Documents Room C.14.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber -- telephone extension 3521). The Documents Office will remain open during meetings of the Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records will be maintained in Room C.529. These documents will be available for consultation by delegations in that room.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the Conference of the Eighteen-Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127 or 2125) which maintains a Register of official receptions, luncheons, dinners and other events.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev. 8
15 April 1966
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber. The delegations also have at their disposal Room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use Room C.108 for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Mr. P. P. Spinelli	Special Representative of the Secretary-General	158	2100
Dr. O. Frey	Deputy Special Representative of the Secretary-General	188	2194
Dr. A. Corradini	Political Officer	161	2192
Mr. H. Pac	Political Officer	159	2191
Mr. S. Upadhya	(Political Officer (Liaison Officer	159	2191
Miss C. Rhodes	Conference Officer	170	2167
Mrs. B. Teslenko	Chief, Verbatim Reporters	C.520	3072
Miss N. Samkow	Documents Officer	C.529	3093

Mr. G. J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300.
Mr. K. Kolytchev is Chief of Conference Services of the United Nations Office at Geneva; his office is Room 182. Telephone Extension 2133.

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1966, as soon as the list of members is received from each delegation.

66-11365
cdc.66-370

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to Documents Room C.14.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber -- telephone extension 3521). The Documents Office will remain open during meetings of the Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records will be maintained in Room C.529. These documents will be available for consultation by delegations in that room.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the Conference of the Eighteen-Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127 or 2125) which maintains a Register of official receptions, luncheons, dinners and other events.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.9
14 June 1966
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber, except from 1 July to 8 August, when the Economic and Social Council will require the Council Chamber for its meetings. During this time, the Conference will meet in Room VII. The delegations also have at their disposal room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use room C.108 for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2156
Dr. Otto Frey	Deputy Special Representative of the Secretary-General	190	2194
Mr. M. Vejvoda	Political Officer	159	2191
Dr. A. Corradini	Political Officer	161	2192
Dr. N. G. Rathore	(Political Officer (Liaison Officer	159	2191
Miss C. Rhodes	Conference Officer	170	2167
Mr. L. Trombert	Chief, Verbatim Reporters	280	3481
Miss N. Samkow	Documents Officer	C.529	3093

Mr. G. J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300. Mr. K. Kolytchev is Chief of Conference Services of the United Nations Office at Geneva; his office is Room 182. Telephone Extension 2133.

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1966, as soon as the list of members is received from each delegation.

cdc.66-487
66-17106

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to Documents Room C.14.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber — telephone extension 3521). The Documents Office will remain open during meetings of the Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records will be maintained in Room C.529. These documents will be available for consultation by delegations in that room.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the Conference of the Eighteen-Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127 or 2125) which maintains a Register of official receptions, luncheons, dinners and other events.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.10
21 February 1967
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber. The delegations also have at their disposal room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use room C.108 for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2158
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	190	2194
Mr. G. S. Whyte	Political Officer	161	2192
Mr. H. Pac	Political Officer	159	2191
Mr. S. Upadhya	Political and Liaison Officer	159	2191
Mr. A. Sanislav	Conference Officer	280	3480
Mr. F. Bowe	Chief, Verbatim Reporters	A.218	4258
Mr. P. Stoeckel	Chief, Documents Control	C.211	3494/5/6

Mr. G. J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300. Mr. E. P. Toumantsev is Director of Conference and General Services of the United Nations Office at Geneva; his office is Room 276. Telephone Extension 3476.

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1967, as soon as the list of members is received from each delegation.

67-04352
GE.67-2591

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to the Chief, Documents Control, room C.211.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber -- telephone extension 2623). The Documents Office will remain open during meetings of the Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records is maintained and will be made available for consultation by delegations upon contacting Mr. S. Upadhya, Telephone Extension 2191.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the conference of the EighteenNation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127 or 2125) which maintains a Register of official receptions, luncheons, dinners and other events.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.10/Corr.1
24 February 1967
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

The telephone extension and office number of the following Secretariat Staff should be corrected as indicated below:

2. Conference Secretariat

		Office No.	Telephone No.
.....			
Mr. G. S. Whyte	Political Officer	159	2192/1
Mr. H. Pac	Political Officer	161	2192
Mr. S. Upadhya	Political and Liaison Officer	161	2192
.....			

GE.67-3067
67-04726

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.11
18 May 1967
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber. The delegations also have at their disposal room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use room C.108 for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2158
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	190	2194
Mr. G. S. Whyte	Political Officer	159	2191/2
Mr. H. Pac	Political Officer	161	2192
Mr. S. Upadhya	Political and Liaison Officer	161	2192
Mr. A. Sanislav	Conference Officer	270	3565
Mr. F. Bowe	Chief, Verbatim Reporters	A.218	4258
Mr. P. Stoeckel	Chief, Documents Control	C.211	3494/5/6

Mr. G. J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300. Mr. E. P. Toumantsev is Director of Conference and General Services of the United Nations Office at Geneva; his office is Room 276. Telephone Extension 3476.

3. Passes

Passes will be required for entry into meetings. Those issued during the session of the conference which commenced on 21 February 1967 will remain valid for the resumed session. New members of delegations should pick up their passes from the disarmament secretariat, room 188.

GE.67-8832

67-12462

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to the Chief, Documents Control, room C.211.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber -- telephone extension 2623). The Documents Office will remain open during meetings of the Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records is maintained and will be made available for consultation by delegations upon contacting Mr. S. Upadhya, Telephone Extension 2192.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the conference of the Eighteen Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127 or 2125) which maintains a Register of official receptions, luncheons, dinners and other events.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.12
18 January 1968
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

Owing to the scheduled remodelling of the Council Chamber, meetings of the Conference will be held there only until 31st January, and thereafter in Room VII. Delegations also have at their disposal Room C.108 (from 1st February, Room A.302) with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use Room C.108 (or A.302) for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments until 31st January.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2158
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	190	2194
Mr. G.S. Whyte	Political Officer	159	2191/2
Mr. S. Upadhya	Political and Liaison Officer	161	2192
Mr. A. Sanislav	Conference Officer	280	3480
(in Mr. Sanislav's absence Miss J.L. Day	Conference Planning Officer	278	2124
Mr. M. Vera	Chief, Verbatim Reporters	A.214	4254
Mr. N. Robinson		A.218	4258
Mr. P. Stoeckel	Chief, Documents Control	C.211	3494/5/6

Mr. G.J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300.

Mr. E.P. Toumantsev is Director of Conference and General Services of the United Nations Office at Geneva; his office is Room 276. Telephone Extension 3476.

GE.68-563
68-02062

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1968 as soon as the list of members is received from each delegation.

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to the Chief, Documents Control, room C.211.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber — telephone extension 2623). The Documents Office will remain open during meetings of the

Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records is maintained and will be made available for consultation by delegations upon contacting Mr. S. Upadhya, Telephone Extension 2192.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the conference of the Eighteen Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127 or 2125) which maintains a Register of official receptions, luncheons, dinners and other events.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.13
16 July 1968
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

Owing to the scheduled meetings of the ECOSOC, meetings of the Conference will be held in Room VII, until 2 August. From 5 August the Council Chamber will be available for meetings of the Conference. Delegations will also have at their disposal a room with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use such a room for an informal meeting, the Liaison Officer will make the necessary arrangements. The Delegates' Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2158
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	190	2194
Mr. H. Pac	Political Affairs Officer	161	2192
Dr. N.G. Rathore	Political Affairs and Liaison Officer	161	2192
Mr. A. Sanislav	Conference Officer	280	3480
Mrs. B. Teslenko	Chief, Verbatim Reporters	A.214	4254
Mr. P. Stoeckel	Chief, Documents Control	C.211	3494/5/6

Mr. G.J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304: telephone extension 2300.
Mr. William Henson, Special Adviser to the Director, United Nations Information Service, will also be in charge of press arrangements; his office is Room C.300: telephone extension 2324. Mr. E.P. Toumantsev is Director of Conference and General Services of the United Nations Office at Geneva; his office is Room 276: telephone extension 3476.

GE.68-12867
68-26802

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1968 as soon as the list of members is received from each delegation.

4. Verbatim Records

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7. Reference Documentation

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CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.13/Corr.1
16 July 1968
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

Corrigendum

The office number and telephone extension of the following staff member should be corrected as indicated below:

2. Conference Secretariat		Office No.	Telephone No.
.....			
Mrs. B. Teslenko	Chief, Verbatim Reporters	A.218	4258
.....			

GE.68-12972
68-18533